

***NATIONAL WEATHER SERVICE INSTRUCTION 90-102***

***JULY 9, 2015***

***Staffing and Organization***

***Staffing Administration, NWSPD 90-1***

***HIRING CONTROLS***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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***SUMMARY OF REVISIONS:***

Signed  
John E. Potts  
Chief Financial Officer/Chief  
Administrative Officer

June 25, 2015  
Date

**Title of Directive**

<b>Table of Contents</b>	<b>Page</b>
1 Introduction.....	3
2 General Procedures .....	3
2.1 Annual Staffing Plans .....	3
2.2 NWS Hiring Request .....	3
2.3 Position Funding Approval Request .....	3
3 Roles and Responsibilities .....	4
3.1 Deputy Assistant Administrator.....	4
3.2 Chief Financial/Chief Administrative Officer .....	4
3.3 NWS HQ and Regional Offices .....	4
APPENDIX A - NOAA Hiring Control Guidance .....	A-1
APPENDIX B - Position Funding Approval Request (PFAR) .....	B-3

## **1 Introduction**

These procedures provide general guidance on the initial approval process for National Weather Service (NWS) recruitment actions by Office Directors, Regional Directors, and Staff Offices.

The process is to ensure NWS' positions are maintained within its fiscal year targets. NWS must make certain that hiring controls remain in place and it exercises prudent and responsible fiscal judgment in submitting vacancies to the NOAA Workforce Management Office (WFMO) for recruitment. NWS cannot exceed the full-time equivalent (FTE) ceiling established in the President Budget; therefore, it must ensure all recruitment requests are sustainable in current and future budgets.

## **2 General Procedures**

In accordance with NOAA guidance (Appendix A), all NWS recruitment personnel requests will require initiation of a Position Funding Approval Request (PFAR) approved by the NWS Deputy Assistant Administrator (DAA) and the Chief Financial Officer/Chief Administrative Officer (CFO/CAO) before submission of the personnel request to WFMO for processing.

### **2.1 Annual Staffing Plans**

In order to ensure adequate budget resources are available to fund current and future positions, NWS Financial Management Centers (FMCs) must prepare a staffing plan in NOAA's Management Analysis Reporting System (MARS) as a part of its overall budget operating plan. This plan should be based on the data from the MARS projection module. These annual plans must identify all current staff and projected new hires, and corresponding budget requirements. Staffing plans are to be developed in conjunction with staffing allocations at the Portfolio level. The CFO office will provide those FTE allocation thresholds in accordance to the President's Budget or from FY budget appropriations. These plans shall be documented in the FMC's spend plan.

### **2.2 NWS Hiring Request**

All personnel recruitment or reassignment requests using the Position Funding Approval Request (PFAR) form should be sent to the DAA, CFO and Management and Organization Division (CFO2) Director for review and approval.

### **2.3 Position Funding Approval Request**

All requests shall be submitted using a Position Funding Approval Request (PFAR) document. (Appendix B). Complete all the information requested in the form. The "Funding Source" should identify the sub-program and project code, and the "Salary and estimated benefits" should identify the salary/benefit amount needed for the fiscal year.

The PFAR justification is limited to 250 words and should address the following:

- Mission critical nature of the position
- Risks of not filling the position
- Budget impact

- Current and future funding sources

All PFARS will require the signature of the Hiring Officials, Office, Regional, or Center Directors from the requesting office when submitting a recruitment or reassignment action regardless of grade. If the PFAR request is for a new, modify or reassigned position, an approved Table of Organization (TO) request must precede the PFAR request.

The NWS DAA and the CFO/CAO will review the hiring request upon receipt to ensure proper position management within NWS (backfill, new positions, career ladder promotions). These requests will be reviewed against their annual staffing plan and monthly staffing reports. The approved PFAR must contain the NWS DAA and CFO/CAO signature before being submitted to WFMO for processing.

If the request is disapproved or if further discussion is required, the PFAR will be returned to the requesting office. Disputes between the CFO/CAO and FMCs are resolved by the NWS DAA.

### **3 Roles and Responsibilities**

#### **3.1 Deputy Assistant Administrator**

The NWS DAA has the ultimate authority to approve all prospective actions to fill vacant federal positions on a full or part time basis. The authority can be delegated to the CFO/CAO.

#### **3.2 Chief Financial/Chief Administrative Officer**

The NWS CFO/CAO will review all actions submitted from the NWS HQ and Regional Offices to fill vacant federal positions. The CFO/CAO will monitor staffing plans through regular reviews and staffing reports from MARS to monitor actual positions and FTEs consumed. These reports will be provided to the Office and Regional Directors on a quarterly basis.

#### **3.3 NWS HQ and Regional Offices**

NWS HQ and Regional Offices will develop annual staffing plans. These annual plans must identify all current staff and projected new hires, and corresponding budget requirements.

## APPENDIX A - NOAA Hiring Control Guidance

NOAA Banner

MEMORANDUM FOR: All NOAA Supervisors and Managers

FROM: Maureen E. Wylie

Chief, Resource and Operations Management

SUBJECT: Hiring Process at NOAA

DATE: Friday, January 31, 2014

In the spring of 2013 NOAA's Workforce Management Office (WFMO) finished a reorganization that substantially changed the hiring process at NOAA. Now that the hiring freeze has been canceled, it is important to understand how the new process works, your role in it, and what you can do to make your hiring action simpler, easier, and faster.

There are still controls in place to ensure that we exercise prudent and responsible fiscal judgment in submitting vacancies to WFMO for recruitment. To that end, we will continue to require that the Position Funding Approval Request (PFAR) be signed by the Deputy Assistant Administrators or the Chief, Resource and Operations Management, as well as your organization's CFO, to certify that filling the vacancy (1) serves priority NOAA missions, and (2) will be resourced by current appropriation funding. A copy of the PFAR is available here: [https://secure.wfm.noaa.gov/noaa\\_only/PFAR\\_form.pdf](https://secure.wfm.noaa.gov/noaa_only/PFAR_form.pdf) (NOAA log-in required).

The Advisory Services Division (ASD) in Silver Spring is now fully staffed and ready to work with hiring managers to help them develop good hiring packages before they are submitted to our Staffing Division in Kansas City. Hiring Managers participation is critical in the "up front", consultation phase of the process. This ensures that the position is designed and classified in the appropriate series and grade, and that the experience statements and questions that will be advertised in the Job Opportunity Announcement are in alignment with the classified position, as required by law. In addition, this consultation implements a key aspect of the President's Hiring Reform Initiative, which seeks to involve hiring managers more closely in the hiring process.

The Recruitment Analysis Data System (RADS) has been updated to make it easier for everyone to track hiring and non-recruitment actions submitted to WFMO for completion. Line and Staff Office Workforce Management primary points of contact may participate in the consultations, and then will be the sole conduit for submitting actions to WFMO in RADS, and the liaison with WFMO for status once staffing work begins. By working through these channels, it will make it easier for WFMO to manage their workflow and process hiring packages. It will also lift some of the administrative burden from hiring managers. A diagram of the advisory services and staffing processes, along with a list of workforce management points of contact, is available here: [https://secure.wfm.noaa.gov/noaa\\_only/NOAA\\_HiringProcess.pdf](https://secure.wfm.noaa.gov/noaa_only/NOAA_HiringProcess.pdf). We offer training on both the hiring process and on using RADS, and strongly encourage hiring managers and staff who handle personnel administration take it before they need to hire. Further information on both types of training can be found in the Commerce Learning Center (<https://doc.learn.com/noaa>).

There are a few things that everyone who thinks they will need to hire this year should consider to reduce the time it takes to get the right people onboard. These are listed here:  
[https://secure.wfm.noaa.gov/noaa\\_only/HiringMgrGuidanceList.pdf](https://secure.wfm.noaa.gov/noaa_only/HiringMgrGuidanceList.pdf).

We are measuring both the advisory services and staffing processes to understand how long it takes for the hiring manager, WFMO and the Office of Security to complete each step so that we can continue to improve our processes. We also need your feedback – please complete the surveys you receive at the end of the advisory services and staffing processes. That feedback helps us improve the quality of our services. Christine Carpino, Acting Director for Workforce Management, her team, and NOAA's senior leadership are committed to helping you achieve your workforce goals.

If you have problems viewing this email, an html format is provided here:  
<http://www.wfm.noaa.gov/emails/HiringProcess2014.html>

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This message was generated for the Chief, Resource and Operations Management by the NOAA Information Technology Center/Financial and Administrative Computing Division.

## APPENDIX B - Position Funding Approval Request (PFAR)

Reset Form

### POSITION FUNDING APPROVAL REQUEST

Organization: \_\_\_\_\_ Org. Code: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ RADS Number: \_\_\_\_\_

LO/SO Contact: \_\_\_\_\_

LO/SO Contact Number: \_\_\_\_\_

Assigned Priority Number: \_\_\_\_\_  
(To be assigned by Approving Official)

☐ REQUEST TO HIRE Student ☐ Temporary ☐ Full Time Permanent ☐

Billet Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

Pay Plan/Series: \_\_\_\_\_ Initial Grade(s): \_\_\_\_\_ Target Grade: \_\_\_\_\_

Career Progression ("X" if applicable): Two-grade progression: ☐ One-grade progression: ☐

Funding Source: \_\_\_\_\_ Salary and estimated benefits: \_\_\_\_\_

Future Fiscal Year Funding Available: ☐ Yes ☐ No

#### Offering Incentives:

Relocation: ☐ Yes ☐ No Amount Offering: \_\_\_\_\_

Recruitment: ☐ Yes ☐ No Amount Offering: \_\_\_\_\_

#### Justification. Select one of the below:

☐ Backfilling position in current location.  
Continuation of current work; Position Description Number \_\_\_\_\_

☐ Creating new position in current location due to: (Change in Table of Organization needed)  
☐ VERA/VSIP ☐ New Work


☐ Using billet number to create a new position in different location. (Change in Table of Organization needed)  
☐ VERA/VSIP ☐ Organizational Change

☐ Creating new position based on settlement agreement.

☐ Other (Explain)

**Complete the required narrative shown on the next page.**

Justification (Use 250 words or less):



\_\_\_\_\_  
Signature (Hiring Official)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Hiring Official)

**Approved**

**Disapproved**

Date \_\_\_\_\_

Line Office CFO or Staff Office Director

Line Office CFO or Staff Office Director

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Line Office DAA or CROM

Line Office DAA or CROM

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Optional LO/SO Signature

Optional LO/SO Signature

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100%